

SCHEDULING A PICNIC IN SEATTLE PARKS



**SEATTLE PARKS
AND RECREATION**

Event Scheduling Office
860 Terry Avenue North #134
Seattle, WA 98109

Early Registration: **Mail or fax received by 5p.m. February 28, 2003** will be processed by random lottery.

Picnic Applications sent on or after March 1 will be processed after lottery is complete, in the order in which they were received.

Phone and walk-in reservations begin April 1, 2003.

Office: 206.684.4081
Fax: 206.684.4853

Introduction

Thank you for choosing a Seattle park for your picnic! **We welcome your picnic reservation between February 1 and September 30 each year** so you can plan ahead for Seattle's best weather. This brochure provides information on how to make your reservation easily, and lists guidelines for use of the park during your event. You can also visit our website, www.cityofseattle.net/parks/reservations/picnics/, or call our Picnic Reservation Office, 206-684-4081.

How to Get Started: Making a Reservation

Please use the handy checklist at the end of this brochure to help you plan your picnic.

There are three ways to make picnic reservations: early application by U.S. Mail or facsimile (in March), and phone or Walk-in (both beginning April 1).

Please note: Make your reservations as early if your picnic has an inflexible date or site. Some sites and dates are more popular than others. Historical use of parks for large community special events (i.e. Seafair festivals) takes precedence.

1. Early Reservation Lottery (mail or fax)

Fax or mail your Picnic Reservation Application before February 28. All requests received before 5:00 p.m. on *Friday, February 28* will be processed together in random order through a lottery drawing. For the lottery we can accept only US Mail and Fax reservation requests. We will send out confirmations in late March. **Please do not send cash or checks for the Early Reservation Lottery.**

2. March Reservation (mail or fax)

Beginning March 1, reservations received by US Mail and Fax will be processed after the early reservation lottery has been completed, in the order in which they were received. We will process all early (lottery) reservations before we handle "March Reservations" **Payment may be made by VISA/Mastercard or American Express; or you can be billed with payment due within two weeks. If none of your requested dates and locations are available, you will be contacted by telephone to select alternatives.**

3. Phone & Walk-in Reservations

Beginning April 1, you may make your reservation by phone or in person. Picnic Scheduling office hours are 8:45am to 4:45pm Monday-Friday. Picnic reservation phone lines are very full between May and July. Please

be patient as waits can last as long as 10 minutes. Voice mail response might take up to one full day.

Payment

You can pay for your permit with a check or money order made out to the City of Seattle, with a Visa, MasterCard or American Express credit card, or in person with cash. PLEASE do not mail cash. We cannot issue refunds for picnics, so please be sure our records reflect your date and location before you pay. (See Refunds and Rescheduling.) Our address is

Seattle Parks and Recreation
Picnic Reservations
860 Terry Avenue North, #134
Seattle, Washington 98109

A **Picnic Permit** packet will be sent to you upon receipt of your payment and/or additional information (such as caterer proof of insurance) as needed.

Confirmation & Payment Process

After you've made your phone or walk-in reservation, you can pay immediately or we can bill you. Since we cannot issue refunds for picnics, we suggest that you go over the details of your confirmation with others in your group before you pay. If we don't receive your payment within two weeks after we confirm your reservation, we regrettably will cancel it without notice

to you, in order to make the date and time available to someone else.

Don't Leave Home Without it! Your Picnic Permit Packet

As soon as we receive your payment, we will mail you a picnic permit packet and other information. It contains:

- **Your Picnic permit.** PLEASE bring it to the park with you; it is your proof that you reserved the space.
- **Receipt**
- **Map** of the park including driving directions.
- **Reservation signs** PLEASE post these signs at the site by 10 a.m. the day of your picnic. The signs let other groups know in advance that the shelter/tables are reserved for your use. If a group comes to your space, and clear communication on your part fails to move them, please call 9-1-1, and Seattle police will get involved. If you call SPD, please call the Park Duty Officer too, at the number listed on your permit.

Refunds & Rescheduling

We cannot issue refunds for picnics. Rescheduling takes 14 days' advance notice and costs \$10 for a group of tables or a picnic shelter, so please be sure of your date and location before you make your reservation.

Planning Information for the Perfect Picnic

The following sections will help you plan just the right space for your picnic. In some cases, the size of your group and the activities you have planned may mean higher fees, and may mean some sites will not work well for you. To plan what you need for your picnic, please use the checklist at the end of this brochure.

Fees

Picnic Shelter (<i>see reservation sites</i>)	\$20.00-\$100.00
Outside stationary tables	\$10.00
Electrical/Utility Hook-up (at select sites)	\$45.00
Use Permit (caterers, bouncers etc.)	\$75.00
Key Deposit (at select sites), refundable	\$50.00
Reschedule (after paid)	\$10.00
Load/Unload (at select sites)	\$10.00
Attendant (at select sites)	\$20.00/hour
Company/commercial sign/banner	\$100.00 ea.

These are non-refundable fees.

Catering & Special Equipment

If you plan to bring in a caterer, special equipment, or amplified music, Park Use permit and other fees apply.

We define a caterer as a paid person or company that prepares and/or serves food or sets up equipment for use. We define special equipment as a bouncer/air jumper, a canopy bigger than 400 square feet, etc. Please ask the picnic scheduler about amplified music, which we allow in very few parks in order to be a good neighbor. We regrettably do not allow dunk tanks.

- If your caterer or other provider needs vehicle access to the picnic site, please note this in your application, since access is not available at all sites.
- The City requires a copy of the service provider's liability insurance **naming the City of Seattle** as additional insured for a minimum of \$1 million General Liability.
- We may require that an attendant be present at your event.

If You Need Vehicle Access

Please request load/unload access when you make your reservation. Your picnic guests, like all park users, must park in public parking spaces. With a permit, we can provide you "Load and Unload" privileges, which authorize you to deliver equipment and people

who need help getting to the site. This option is available at Lincoln Park shelters #1, 2 and 5, Magnolia Park, and Genesee Park, for \$10. You will need proof of liability insurance and the license plate number of the vehicle you will use for access. After unloading, please move the vehicle from the picnic area and park it in a public parking space.

The day before your picnic (Friday, if your picnic is on a weekend), please pick up the vehicle access key from the Picnic Scheduling Office. We require a \$50 refundable key deposit; to retrieve your refund, just return the key to us at the Picnic Scheduling Office the next working day. Please do not mail the key.

Batter Up! Ballfield Scheduling

Please make reservations for ballfields when you make your reservation. The picnic sites at Lincoln, Sand Point Magnuson, Magnolia and Lower Woodland Parks are close to softball fields. Field reservation fees are \$5 per half-hour, with a \$10 minimum charge. Ball fields may be reserved for up to four hours, and are available until the second week of August, when all fields are re-stripped for soccer.

Be Ready For Any Weather! Portable Canopies

You may put up a portable freestanding canopy (maximum two walls) measuring no more than 400 square feet (20' x 20'). We do not allow stakes or in-ground anchors. We do not allow tents unless detailed in Attachment 2, if applicable.

Your Responsibilities

Bring your picnic permit with you. Without this permit, your picnic reservation cannot be enforced. **The following are prohibited at City parks, including all picnic areas:**

- Illegal substances and alcoholic beverages of any kind. (SMC 18.12.255)
- Confine fires, to authorized stoves, grills, or designated fire rings.
- Please don't drive on the turf/grass or in unauthorized areas.
- Don't drive stakes into the ground or dig holes.
- Please don't damage or remove anything from the park (this includes driftwood, shells, trees, and shrubs).
- Get written approval from the Parks Department in advance for the sale of food or merchandise, amplified sound, or charging an admission fee.

Feeding a Crowd: Large Picnics

If you anticipate a crowd of 400 or more, we may require that you provide dumpsters, portable toilets, and/or an attendant, at your expense.

Dogs on Leash

Please remember, the City's leash law is in effect. While dogs are allowed on leash in most parks and picnic areas, they are not allowed AT ALL in children's play areas, beaches, or athletic fields, and you must pick up after them.

Land Ho! Boat Launching

There is a \$5 charge for launching boats at Sand Point Magnuson, Golden Gardens and Stan Sayres parks. Please see the Boat Ramp Ranger on site or call 206-684-7249 for more information. You can launch hand-carry non-motorized boats at designated locations within Seward, Matthews Beach, Sand Point Magnuson, Alki Beach, Golden Gardens and Lincoln Parks.

Sales of Merchandise, Commercial Advertising

Please get a permit in advance if you want to sell any product or service. It's illegal to sell food, beverages, goods or merchandise, use amplified sound, or charge fees for admission without a permit. The City is due 10 percent of your gross receipts if you sell anything or collect money on site. Commercial signs, radio vans, or other advertising banners are allowed with an advance payment of \$100 per item per day.

Rights & Privileges

Groups who have obtained picnic permits have the right to enjoy their picnic sites for the entire day. **Bring your picnic permit with you.** Without your permit, enforcement is extremely difficult therefore the facilities are available on a first come, first served basis.

It is recommended that you set your site reservation signs at your picnic site by 10:00am on the day of your picnic.

Clean and Tidy Picnic Areas

We work hard to make your picnic site clean and welcoming for you. If you find litter or vandalism at your site, please call the Park Duty Officer at the number on your permit. We appreciate your help keeping costs down by leaving the site as you found it.

Reservation Sites

Event Scheduling Office: (206) 684-4081

These are the parks where you may reserve tables and shelters for your picnic. Shelter reservations include the amenities under the shelter (i.e. BBQ, electricity, sink, and fireplace). Table rentals are separate. Tables seat 8-10 people and rent at \$10.00 per table per day. Please try to estimate your group size accurately. Un-numbered tables in parks are available on first-come, first-served basis.

	Shelter #	Shelter Fee	Site Capacity (Max)	Table or Service Inside Shelter	Outside Tables \$10/Each	Electricity Availability	Sink (S) or Faucet (F)	Vehicles allowed with \$50 key deposit	ADA Full (A) or Partial (P)
Alki Alki SW & SW 62nd (1702 Alki Ave SW 98116)	1	\$30	75	1	14				
Benefit 38th Ave S & S Benefit St (9320 38th Ave S 98188)	1	\$40	35	2	2				
Carkeek NW Carkeek Park Rd & 9th NW (@110th) (950 NW Carkeek Park Rd 98177)	1	\$30	190	1	19	\$45	S		P
	2	\$50	150	3	14	\$45	S		
Gas Works N Northlake Way & Meridian Ave N (2101 N Northlake Way 98103)	1	\$40	100	2	5	Yes	S		A
	2	\$60	100	4	4	Yes	S		A
Genesee 45th S & S Genesee (4316 S Genesee 98118)	1	\$90	100	7	0		F	Yes	P
Golden Gardens Seaview NW (northend) (8499 Seaview Pl NW 98107)	1	\$30	100	1	9		F		
	2	\$30	110	1	8		F		
Judkins 22nd S & S Charles (2150 S Norman St 98144)	1	\$50	150	3	11	\$45	F		P
Lincoln Fauntleroy SW & SW Webster (8011 Fauntleroy Way SW 98136)	1	\$30	250	0	22	Yes	F	Yes	
	2	\$30	250	0	21	Yes	S	Yes	
	3	\$50	50	3	6	Yes	F		A
	4	\$40	35	2	3	Yes	F		A
	5	\$60	300	4	21	Yes	F	Yes	P
Madrona (853 Lake Washington Blvd 98122)	1	\$20	50	0	0		S		
Magnolia 31st W & W Galer (1461 Magnolia Blvd W 98199)	1	\$30	100	0	10	\$45	S	Yes	
Matthews NE 93rd & Sand Point Way NE (9300 51st Ave NE 98115)			100		10				
Meridian N 50th & Meridian N (4649 Sunnyside Ave N 98103)	1	\$100	100	8	0	\$45			P
North Acres 1st NE & N 130th (12718 1st Ave NE 98133)			50		4				

Reservation Sites

Do not mail to these addresses.

Use the addresses in parentheses for directions or internet maps. Blank box = No Service

	Shelter #	Shelter Fee	Site Capacity (Max)	Table or Service Inside Shelter	Outside Tables \$10/Each	Electricity Availability	Sink (S) or Faucet (F)	Vehicles allowed with \$50 key deposit	ADA Full (A) or Partial (P)
Othello S. Othello & 45th S (4351 S Othello 98118)			100		8	\$45			
Ravenna 20th NE & NE 58th (2000 NE 58th 98105)	1	\$20	150	0	10		S		
Roxhill 29th SW & SW Barton (2850 SW Roxbury 98126)			75		10	\$45			P
Rizal, Dr. Jose 12th S & S Judkins (1008 12th Ave S 98144)	1	\$60	75	4	2	Yes	F		A
Sand Point Magnuson Park Sand Point Way NE & NE 65th Magnuson (7400 Sand Point Way NE 98115) Shelter 1 & 2-enter at NE 65th	1	\$100	100	8	0				P
	2	\$50	50	3	5	\$45			P
Sand Point Magnuson Park Shelter 3 & 4-enter at NE 74th	3	\$50	50	3	0				A
	4	\$50	50	3	0				
Seward Lake Washington Blvd & S Orcas (5898 Lake Washington Blvd S 98118)	1	\$40	40	2	0	Yes	F		P
	2	\$60	50	3	0		F		
	3	\$100	300	8	18	\$45	S		A
	4	\$60	50	4	0		F		
	5	\$60	45	4	0		F		
Westcrest SW Henderson & 8th SW (9000 8th Ave SW 98108)			50		6	\$45			
Lower Woodland Shelters 1-3: (1000 N 50th St 98103)	1	\$30	250	1	14	Yes	S		
	2	\$30	300	1	19	Yes	S		
	3	\$30	200	1	12	Yes	S		
Lower Woodland Shelters 4-7: (5900 Aurora Ave N 98103)	4	\$30	50	1	5	Yes	S		A
	5	\$40	75	2	4	Yes	2		
	6	\$100	200	8	9	Yes	3		A
	7	\$50	30	3	0				

Picnic Area Features & Support

Amenities vary from park to park; each one has trash cans and restrooms or portable toilets. Many have barbecues, a water source (fountain, faucet or sink); some have electrical outlets, and a few have wood-burning fireplaces. To make your picnic a success,

- Please bring your own (clean!) wood or charcoal.
- It's fine to bring your own small grill; we just ask that you douse your ashes with water and remove them from the park.
- From time to time a restroom or water or electricity source may be unavailable because of unreported vandalism. If you encounter any such inconvenience, please call the Park Duty Officer at the number listed on your permit, or call 206-684-7250 during business hours.

Anti-discrimination

As a matter of policy, law, and commitment, Seattle Parks and Recreation does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280).

Discrimination complaints can be filed with the Seattle Parks and Recreation Superintendent's Office or the Office of Equal Employment Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

Access for People with Disabilities

Within the limitations of each park site, Seattle Parks and Recreation will, at your request, make accommodations for persons with disabilities. Please arrange this through the Picnic Reservation Office when you schedule your picnic.

For information or complaints concerning Americans with Disabilities Act, please call Seattle Parks and Recreation

For a Successful Picnic

Here's a checklist to help you make your reservation. You can fill it out in advance or go over it with our schedulers.

- ___ What is your preferred date?
- ___ Second choice date?
- ___ Third choice date?
- ___ What is your preferred location?
- ___ Second choice location?
- ___ Third choice location?
- ___ How many people do you expect?
 - ___ Dumpsters?
 - ___ Portable toilets?
 - ___ Number of shelters
 - ___ Number of tables
- ___ Caterer?
- ___ Liability insurance?
- ___ Special equipment?
- ___ Amplified music?
- ___ Attendant required?
- ___ Load/Unload access needed?
- ___ Key secured?
- ___ Proof of insurance?
- ___ Ballfield needed?
- ___ Boat launch access needed?
- ___ Admission fee or sale of merchandise?
- ___ Commercial signs?
- ___ How will you pay?



Seattle Parks and Recreation
860 Terry Avenue North
Seattle, WA 98109

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SEATTLE, WA
PERMIT NO. 900

**It's Time to Make Your
Picnic Reservation!**